



SHORT TERM INSURANCE CONSULTANTS cc

FINANCIAL SERVICES GROUP

FSP 32422

PRIVACY NOTICE – PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)

We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer's Contact Details	
Name	Louise Miller
Contact Number	035 772 2810
Email Address:	louise@mjstrust.co.za

Our details:

The Organisation: **MJ's Short-Term Insurance Consultants CC**

Physical Address: **Unit 5 Carrington Place, 10 Ukula Street, Empangeni, 3880**

Mobile: **084 511 5010**

Organisation E-mail address: **louise@mjstrust.co.za**

The Organisation is an authorised financial services provider with **FSP number 32422**. We render financial services in the following product categories:

Category Description
CATEGORY I
Short-Term Insurance Personal Lines
Short-term Insurance Personal Lines A1
Short-Term Insurance Commercial Lines

The source of collection of your personal information:

We collect personal information directly from the following data subjects:

- ☐ Prospective clients who enquire about our financial services
- ☐ Clients who have appointed the representative as their broker
- ☐ Policyholders who enter into a policy with an insurer via the Organisation

Personal information is collected directly from you through the completion of a **Letter of Authority, Disclosure & Client Service Level Agreement, Risk Profile, Insurance application forms, online forms, during consultation etc.** These forms are completed either electronically or in hard copy. You may also be requested to provide your personal information during your consultation with a representative.

We may also collect information about you from other sources such as external third parties and from cookies on our website.

Law authorising or requiring collecting of the personal information:

As an authorised financial services provider, we are obligated in terms of the following legislation to collect your personal information insofar as it relates to the rendering of the relevant financial services to you:

- Insurance Act 18 of 2017;
- Short-Term Insurance Act 53 of 1998;

Purpose for Processing your Information:

We collect, hold, use and disclose your personal information mainly to provide you with access to the services and products that we provide. We will only process your information for a purpose you would reasonably expect, including:

- Complying with the obligations contained in the contract concluded between yourself and the FSP
- Providing you with advice, products and services that suit your needs as requested
- To verify your identity and to conduct credit reference searches
- To issue, administer and manage your insurance policies
- To process insurance claims and to take recovery action
- To notify you of new products or developments that may be of interest to you
- To confirm, verify and update your details
- To comply with any legal and regulatory requirements

Some of your information that we hold may include, your first and last name, email address, a home, postal or other physical address, other contact information, your title, birth date, gender, occupation, qualifications, past employment, residency status, your investments, assets, liabilities, insurance, income, expenditure, family history, medical information and your banking details.

Some of the aforementioned personal information may be mandatory to provide within the context of product providers' underwriting requirements and disclosures.

Failing to provide compulsory information may lead to our organisation's inability to carry out the functions necessary to perform as an authorised financial services provider.

Third parties and your personal information

We may need to share your information to third parties provide advice, reports, analyses, products or services that you have requested. Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us.

These third parties may include:

- Your employer (where applicable);
- The Compliance Officer of the organisation (where applicable);
- Analytics and search engine providers assisting in the enhancement of our websites;
- Information Technology specialists assisting us with data storage, security, processing, analytics, etc;
- Auditors of the Organisation;
- Regulatory or governmental authorities such as the Financial Sector Conduct Authority and the Prudential Authority;

Class of Business parties included in which our representatives render financial services:

• **Short Term Insurers -**

1. ABSA Insurance Company Limited
2. AC and E Commercial Underwriting Managers (PTY) LTD
3. Auto Trade Underwriting Managers (PTY) LTD
4. Bryte Insurance Company Limited
5. Bryte Specialist Motor (PTY) LTD
6. Camargue Underwriting Managers (PTY) LTD
7. Clarendon Transport Underwriting Managers (PTY) LTD
8. Commercial & Industrial Acceptances (PTY) LTD
9. Credit Guarantee Insurance Corporation of Africa LTD
10. Cross Country Insurance Consultants (PTY) LTD
11. Elite Risk Acceptances (PTY) LTD
12. EnviroSure Underwriting Managers (PTY) LTD
13. Excess Risk Consultants (PTY) LTD
14. Genlib CC
15. Genoa Underwriting Managers (PTY) LTD
16. Genric Insurance Company Limited
17. Guardrisk Insurance Company Limited
18. Horizon Underwriting Managers (PTY) LTD
19. Hospitality Industrial and Commercial Underwriting Managers (PTY) LTD
20. ITOO Special Risks (PTY) LTD
21. KEU Underwriting Managers (PTY) LTD
22. Leppard & Associates (PTY) LTD
23. Lombard Insurance Company Limited
24. Monitor Administrators (PTY) LTD
25. Motor Funding Underwriters Managers (PTY) LTD
26. MUA Insurance Acceptance (PTY) LTD
27. Old Mutual Insure LTD
28. ONE Underwriting Managers (PTY) LTD
29. Petrosure Underwriting Managers (PTY) LTD
30. Phishield UMA (PTY) LTD
31. Polygon and Quantum Underwriting Managers (PTY) LTD
32. Renasa Insurance Company Limited
33. Safire Insurance Company Limited
34. Santam Emerging Business (PTY) LTD
35. Santam Limited
36. Senate Transit Underwriters Managers (PTY) LTD
37. The Hollard Insurance Company Limited
38. VAPS Insurance Underwriters
39. X'S Sure (PTY) LTD

The Transfer of your personal information outside of the Republic of South Africa

Your information may be hosted on servers managed by a third-party service provider, which may be located outside of South Africa. The third-party service providers are located in:

- ☐ Currently we do not have any service providers outside of South Africa

We confirm that the level of protection afforded to your personal information by that third country or international organisation is equal to the protection afforded by the POPI Act.

Complaints and objections

As a data subject, you have the right to –

- Request that we confirm, free of charge, whether or not we hold personal information about you;
- Request that we provide you with a description of the personal information we hold about you, and to explain why and how it is being processed (please complete Annexure A);
- Request that we consider your objections to the processing of your personal information (please complete Annexure B); □
Lodge a complaint with the Information Regulator (please complete Annexure B).

The Information Regulator

In the event that your personal information has not been processed in accordance with the POPI Act and the principles set out above, you have the right to lodge a complaint with the Information Regulator.

For further information regarding the complaints process, please visit the website of the Information Regulator, as indicated below. Alternatively, you may contact the Information Regulator for further assistance:

The Information Regulator: Adv Pansy Tlakula

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email: complaints.IR@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/index.html>

ANNEXURE A:**PERSONAL INFORMATION REQUEST FORM****Please submit the completed form to the Information Officer:**

Name

Contact Number

Email Address:

Please be aware that we may require you to provide proof of identification prior to processing your request.
There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname

Identity Number:

Postal Address:

Contact Number:

Email Address:

B. Request

I request the organisation to:

(a) Inform me whether it holds any of my personal information

☐

(b) Provide me with a record or description of my personal information

☐

(c) Correct or update my personal information

☐

(d) Destroy or delete a record of my personal information

☐**C. Instructions****D. Signature Page**

Signature

Date

ANNEXURE B:**POPI COMPLAINT FORM**

We are committed to safeguarding your privacy and the confidentiality of your personal information and are bound by the Protection of Personal Information Act.

Please submit your complaint to the Information Officer:

Name

Contact Number

Email Address:

Where we are unable to resolve your complaint, to your satisfaction you have the right to complaint to the Information Regulator.

The Information Regulator: Adv Pansy Tlakula

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email: complaints.IR@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/index.html>

A. Particulars of Complainant

Name & Surname

Identity Number:

Postal Address:

Contact Number:

Email Address:

B. Details of Complaint**C. Desired Outcome****D. Signature Page**

Signature:

Date